

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
MINUTES**

DATE: March 6, 2006

TIME: 9:00 a.m. C.S.T

LOCATION: Cumberland Room
Ground Floor, Cordell Hull Building
425 fifth Avenue North
Nashville, TN 37247-1010

MEMBERS PRESENT: Harold Walker, Chair, NHA
Mark Davis, Vice-Chair, NHA
Jennifer Johnson, MD
Katy Gammon, HCF Director, Ex Officio
Norma Lester, RN, NHA
Craig Laman, NHA
Kathryn Wilhoit, RN, NHA
Palyce Jones, RN, NHA

MEMBERS ABSENT : Robbie Bell, Ex Officio
Susan Carson, Consumer

STAFF PRESENT: Karen Robinson, Board Administrator
Marva Swann, Unit Director
Ernest Sykes, Advisory Attorney
Jerry Kosten, Regulations Manager

GUEST: Richard Russell, Legal Counsel, THCA

With a quorum being present, Mr. Walker called the meeting to order at 9:05 a. m.

Consent Of Interest

Mr. Sykes reviewed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy and instructed each new Board member to sign the policy and submit it to the Board administrator to be placed in their files.

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Discuss and Consider a RuleMaking Hearing

Mr. Kosten presented to the Board a request for a rulemaking hearing to amend the following rules:

1020-1-.03, Board Officers, Records, Meetings, Consultants, Change of Address and/or Name, Declaratory Orders, and Screening Panels

1020-1-.10, Examinations, Applicants failing the NAB exam twice

1020-1-.15, Licensure Discipline, Civil Penalties, Informal Settlements, Assessment of Costs, and Subpoenas

After much discussion, a motion was made by Dr. Johnson and seconded by Ms. Wilhoit to approve a rulemaking to amend the Rules. The motion carried with a unanimous vote.

Minutes

A motion was made by Mr. Davis and seconded by Ms. Lester to approve the minutes of the November 7, 2005 board meeting. The motion carried.

Applicant Review/File Review

Sam Ware—Mr. Ware was requested to appear before the Board to give explanation of his Tennessee work history. Mr. Ware was not present at the meeting. After much discussion a motion was made by Ms. Wilhoit and seconded by Ms. Lester that Mr. Ware did not comply with the Board's request to submit the Tennessee work history and appear before the Board. Therefore the reinstatement application is denied. The motion carried.

Richard Lawrence—Mr. Lawrence, was requested to appear before the Board to give explanation of DUI charges in Knox County. After much discussion from the Board a motion was made by Mr. Davis and seconded by Ms. Wilhoit to approve Mr. Lawrence for a six (6) month A.I.T. program. The motion carried.

Barbara Morrison—Ms. Morrison appeared before the Board requesting approval for a six (6) month A.I.T. program. A motion was made by Mr. Laman and seconded by Ms. Lester to approve a six (6) month A.I.T. program. The motion carried.

Raymond Watt—Mr. Watt was requested to appear before the Board to give explanation of his work experience in Tennessee. Mr. Watt was not present at the meeting. After much discussion a motion was made by Dr. Johnson and seconded by Ms. Wilhoit not to approve Mr. Watt's preceptor application due to him not complying with the Boards requests. The motion carried.

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Lisa Garner-Ms. Garner appeared before the Board requesting that her five (5) month A.I.T. program be abbreviated based on work experience as an assistant administrator and passing the NAB examination. After much discussion the Board denied Ms. Garner's request. A motion was made by Mr. Laman and seconded by Ms. Lester. The motion carried.

Christina Myers-The application was received after the deadline and presented to the Board for review. After discussion a motion was made by Mr. Davis and seconded by Mr. Lester to approve the applicant for a six (6) month A.I.T. program. The motion carried.

Bartlee Norton-The application was received after the deadline and presented to the Board for review. After discussion a motion was made by Mr. Davis and seconded by Ms. Wilhoit to approve the applicant for a six (6) month A.I.T. program. The motion carried.

Raeleen Webb-Ms. Webb appeared before the Board requesting that her A.I.T. program be abbreviated based on work experience. After much discussion a motion was made by Mr. Davis and seconded by Dr. Johnson to approve Ms. Webb for a twelve (12) month A.I.T. program since she only has an Associates degree. The motion carried.

New Administrator-In-Training Applicants

A motion was made by Ms. Lester and seconded by Mr. Davis to approve the following three (3) for a six (6) months A.I.T. program. The motion carried.

James L. Sherwood

James B. Carrington

Latessa E. Morris

NAB Exam Approval

A motion was made by Mr. Davis and seconded by Mr. Laman to approve the following to sit the NAB Examination. The motion carried.

Andrea D. Craig

Robert D. Miller

Preceptor Application Approval

A motion was made by Ms. Lester and seconded by Ms. Wilhoit to approve the following preceptor application. The motion carried.

Paula B. London

Office of General Counsel Report

Mr. Sykes presented the OGC report in which she gave the status of the following rules:

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- 1020-1-.01, .06, .13- Definitions Re: Preceptors, and Administrators-In-Training meeting face to face in the approved training facility. Became effective February 22, 2006.
- 1020-1-.08, Re: Criminal background check. Hearing held May 23, 2005. The Board approved the amendment on June 6, 2005, and it was sent to the Attorney General on
- 1020-1-.03, .06, .08, .12, .16, .18, The rulemaking notice was filed and the rule went to hearing on October 19, 2005. The Board approved the amendment on November 7, 2005, and it was sent to the Attorney General on or about January 3, 2006.

Administrative Reports

Ms. Robinson presented the statistical reports which indicate the following:

LICENSURE STATUS SINCE AUGUST 2005 MEETING

Nursing Home Administrators	Nursing Home Administrators
December 2005	January 2006
Active Licensees – 762	Active Licensees – 762
Retired Licensees –779	Retired Licensees – 762
Failed to Renew – 645	Failed to Renew - 652

PERFORMANCE MEASURES

<i>Performance Measure</i>	<i>Goal</i>	<i>July – Dec 2005</i>
Renewal Processing Time	14 days	3.81days
Application Processing Time	100 days	229 days

The application processing time is directly relative to the length of the A.I.T. program, the length of the NAB examination process, and the length of the state Jurisprudence examination and the success or lack thereof, of the applicants on the examinations.

BUDGET/TRAVEL ISSUES

Ms. Robinson presented to the Board that no one is to make any arrangements prior to receiving approval; and when making travel arrangements, such as purchasing airline tickets, you must go through World Travel Services, Inc. at 1-866-835-9979. To go through World Travel Services you must identify that you are with the State of Tennessee and provide them with the Board's budget and allotment code which can be obtained from the Board Director or Administrator. The mileage rate is .42 a mile.

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Investigative And Disciplinary Reports

Ms. Swann presented the Investigative report which indicated that there were six (6) open complaints in investigations as of December 2005. Four (4) new complaints was received in January 2006, six (6) complaints closed, four (4) complaints closed with no action, one (1) complaint closed with letter of warning, one (1) complaint closed was referred to OGC.

Ratifications

A motion was made by Mr. Davis and seconded by Mr. Laman to approve the following for licensure. The motion carried.

New Licensee

Douglas E. Clanton	Charles A. Dickens	Donni R. Dubert
Carolin A. Duncan	Matthew R. File	Lori J. Goodman
Brian G. Hackerott	Lisa S. Hall	Bridgette M. Hornbeck
Patricia J. McCormack	Michael B. Newman	Carla D. Smith
Teddy M. Watts	Joshua L. Lowe	Gregg W. Martin
Maria N. McCaleb	Debra F. Berna	

Reinstatements

A motion was made by Ms. Gammon and seconded by Mr. Davis to approve the following reinstatement applications for licensure. The motion carried.

James A. Brooks	Jackie B. Jordan, Jr.	Douglas D. Pace
Ryan S. Simpson	Robert L. Trantham	

The Board requested a rule change to amend the educational requirements for a hospital administrator, assistant/associate administrator to have a minimum of an associate degree to qualify for licensure.

Board meeting date for 2007

March 5, 2007

June 4, 2007

August 6, 2007

November 5, 2007

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Adjournment

There being no further business, the meeting was adjourned at 11:35 a.m.

Norma Lester Secretary

Date

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